

United States Government

Department of Energy

Oak Ridge Operations Office

# memorandum

DATE: November 15, 1999

REPLY TO

ATTN OF: AD-442:Blaylock

SUBJECT: **FISCAL YEAR 2000 BUYOUT OFFERS**

TO: All ORO Employees

The Department has completed the buyout approval and notification process for buyouts during Fiscal Year (FY) 2000. Oak Ridge Operations (ORO) has authority to offer up to twenty buyouts with separations no later than January 1, 2000. Buyouts will be granted in accordance with the negotiated agreement with the Office and Professional Employees International Union.

Since buyout acceptance is so directly linked to ORO's ability to meet staffing and funding reductions necessary during FY 2000, we must now ask for final buyout decisions. The decision to request a buyout is voluntary. Once that decision is made, ORO will act on that decision in determining other necessary actions required to meet assigned staffing and funding levels during FY 2000. If buyouts and attrition between now and December 31, 1999, fail to meet those necessary to meet assigned funding and staffing levels for FY 2000, we **may not** be in a position to allow for changes to buyout decisions. In that situation, buyout decisions will be enforced no later than January 1, 2000.

Eligible employees interested in a buyout with separation no later than January 1, 2000, should complete the attached application and submit it to the Personnel and Management Analysis Branch no later than **November 19, 1999**. Please indicate whether your separation will be with retirement so our office can begin the retirement planning process as soon as possible. It may be necessary for some employees to leave the payroll before January 1, 2000, in order to fulfill the cost savings requirement of the buyout. Eligible buyout applicants will be notified of final buyout approval.

ORO has early retirement authority approved throughout FY 2000. Although use of this authority with buyouts is limited to separations occurring no later than January 1, 2000, ORO is offering early retirement without a buyout later in the fiscal year to interested employees.

If you have any questions, please contact Mike Blaylock at (423) 576-0130.

Lois Jago, Chief  
Personnel and Management  
Analysis Branch

Attachment

## APPLICATION FOR BUYOUT

Name:

Organization:

SSN:

Planned Separation Date:

Planned Separation with    ☐    Resignation    ☐    Early Retirement    ☐    Optional Retirement

I understand that my decision to apply for a buyout is voluntary. Once I have applied and been granted final approval for the buyout, I understand that any later request, on my part, to rescind this request may be denied based on a review of Oak Ridge Operations Office's progress in meeting assigned staffing and funding reductions.

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Signature of Employee

Date

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Approved    ☐

Disapproved    ☐

I understand the buyout terms and understand that I can not revoke this agreement after it has been approved and signed by myself and the Branch Chief, Personnel and Management Analysis Branch.

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Signature of Employee

Date

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Lois Jago, Chief

Date

Personnel and Management Analysis Branch